# Diploma Reprint Application

Office of Admissions •1507 So McKenna • Poteau, OK 74953 • 918-647-1300 voice • 918-647-1306 fax

**Directions:** Please print clearly and return to the Office of Admissions with a $40 reprint fee. If receiving two degrees, students should complete one application per degree and attach the $40 reprint fee per diploma order. Diplomas are printed three times per year and during printing for summer, fall, or spring graduating students.

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| **ID Numbers:** | CASC ID | SOCIAL-SECURITY-NUMBER |
| **Full Name:** | FIRST NAME　　　　　MIDDLE NAME | LAST NAME　　　　　SUFFIX |
| **Mailing Address:** | MAILING ADDRESS　　CITY　　STATE　　ZIP CODE | COUNTY |
| **Contact Numbers:** | HOME TELEPHONE　　CELL PHONE | E-MAIL |
| **Degree Information** | DEGREE EARNED　　PROGRAM EARNED | DATE DEGREE CONFERRED |

PLEASE LIST ANY COMMENT ABOUT THIS REPRINT ORDER OR ITS DELIVERY. OTHERWISE, LEAVE BLANK.

**Read/Sign:**   I understand that the new, reprinted diploma will list my original degree and major earned, and date of conferral. Further, I understand that all HOLDs must be removed prior to receiving my diploma, including payment of the $40 diploma reprint fee.

Student Signature: _____  Date: _____